

CA  
HW  
-1991  
C31



Health and Welfare  
Canada

Santé et Bien-être social  
Canada

# Child Care Programs

# Programmes de garde d'enfants

3 1761 11556173 0



Canada



**THE CHILD CARE INITIATIVES FUND (CCIF)  
TERMS AND CONDITIONS OF FUNDING**

**1. Eligible Applicants**

Those eligible to apply for funding under the CCIF include:

- community groups
- professional associations
- unions (local level)
- non-profit organizations
- voluntary organizations
- educational institutes (ie. universities and colleges)
- provincial, territorial and municipal agencies
- individuals (applied research)
- native associations
- indian bands, Tribal councils

**2.. Specific Areas of Support**

Funding will be provided under the CCIF for:

- demonstration projects
- development projects
- applied research projects

**3. Priority Areas of Support**

Funding priority under the CCIF will be given to projects addressing the special requirements of:

- Indian and Inuit children and children from minority cultural backgrounds
- special needs children (disabled, development delayed, etc.)
- children of parents who work shift-work or part-time
- children in rural communities and other settings requiring flexible models of care
- children who require short-time, respite or emergency care
- school-age children

**4. Allowable Operating Costs**

Funding under the CCIF will be provided for the following:

- salaries for project personnel proportionate to the time spent working on the project
- travel expenses and sustenance essential to the project
- office supplies and materials
- rental of office space where required
- maintenance and utilities
- rental of office equipment
- other expenses







## 5. Proposal Required

Groups or individuals seeking funding under CCIF must submit a detailed proposal to Health and Welfare Canada. A Guide for Applicants, application forms and further information is available from the Department in Ottawa. Please contact:

Child Care Initiatives Fund (CCIF)  
Health and Welfare Canada  
6th Floor, Brooke Claxton Building  
Tunney's Pasture  
Ottawa, Ontario  
K1A 1B5

Tel: (613) 954-8255  
(613) 957-0638

CAI  
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-1991  
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Government  
Publications

CHILD CARE PROGRAMS

REGIONAL CONSULTANTS

Atlantic Canada	Penny Hammell	(613) 957-2862
Quebec	Hélène Cloutier (Acting)	(613) 957-2860
Ontario	Dawn Hachey	(613) 957-2690
Manitoba & Saskatchewan	Janice Bissell	(613) 954-2189
British Columbia & Alberta	Marg Shawana	(613) 957-3980
Yukon & Northwest Territories Native Communities Off-Reserve	Marie McCue	(613) 957-9892
Native On-Reserve	Ruth Dantzer	(613) 952-8224
National	Sharon Gribbon	(613) 954-8255

PROGRAMMES DE GARDE DES ENFANTS

EXPERT-CONSEILS

Penny Hammell	Les Maritimes	(613) 957-2862
Hélène Cloutier (par intérim.)	Québec	(613) 957-2860
Dawn Hachey	Ontario	(613) 957-2690
Janice Bissell	Manitoba et Saskatchewan	(613) 954-2189
Marg Shawana	Alberta et Colombie-Britannique	(613) 957-3980
Marie McCue	Territoires du Nord-Ouest, Yukon et collectivités autochtones en dehors des réserves	(613) 957-9892
Ruth Dantzer	Autochtones dans les réserves	(613) 952-8224
Sharon Gribbon	National	(613) 954-8255





- Please type or print
- Veuillez dactylographier ou écrire en lettres moulées

APPLICATION FOR CONTRIBUTION UNDER THE CHILD CARE INITIATIVES FUND  
DEMANDE DE CONTRIBUTION DE LA CAISSE D'AIDE  
POUR PROJETS EN MATIÈRE DE GARDE DES ENFANTS

FOR DEPARTMENTAL USE ONLY  
À L'USAGE EXCLUSIF DU MINISTÈRE

PROJECT NUMBER — NUMÉRO DU PROJET

TITLE OF PROJECT — TITRE DU PROJET		DATE OF APPLICATION — DATE DE LA DEMANDE	
NAME OF ORGANIZATION APPLYING — NOM DE L'ORGANISME QUI PRÉSENTE LA DEMANDE		TELEPHONE NUMBER — NUMÉRO DE TÉLÉPHONE A.C. — I.R. ( )	
ADDRESS OF ORGANIZATION — ADRESSE DE L'ORGANISME		TYPE OF PROJECT — SORTE DE PROJET <input type="checkbox"/> DEMONSTRATION DEMONSTRATION <input type="checkbox"/> DEVELOPMENT DEVELOPPEMENT <input type="checkbox"/> RESEARCH RECHERCHE	
COMMENCEMENT DATE DATE DU COMMENCEMENT	PROPOSED COST TO DEPARTMENT OVER LIFE OF PROJECT CÔUT ANTICIPE AU MINISTÈRE POUR LA DURÉE DU PROJET	PROPOSED DURATION DURÉE PROJETÉE	FROM — DE TO — À
AMOUNT REQUESTED FOR CURRENT FISCAL YEAR MONTANT REQUIS POUR L'ANNÉE FINANCIÈRE COURANTE		TOTAL AMOUNT REQUESTED FOR SUBSEQUENT FISCAL YEARS MONTANT TOTAL REQUIS POUR LES ANNÉES FINANCIÈRES SUBSEQUENTES	
NAME OF AUTHORIZED ORGANIZATION OFFICIAL — NOM DE L'AGENT AUTORISÉ DE L'ORGANISME		TELEPHONE NUMBER — NUMÉRO DE TÉLÉPHONE A.C. — I.R. ( )	
TITLE OF AUTHORIZED ORGANIZATION OFFICIAL TITRE DE L'AGENT AUTORISÉ DE L'ORGANISME		SIGNATURE OF AUTHORIZED OFFICER SIGNATURE DE L'AGENT AUTORISÉ	

It is agreed that this proposal and all related documentation may be submitted to the provincial territorial governments of project origin for review and comments.  
Il est convenu que cette proposition et toute la documentation connexe pourront être soumises au gouvernement provincial territorial du lieu d'origine du projet pour étude et observations.

SIGNATURE OF AUTHORIZED ORGANIZATION OFFICIAL SIGNATURE DE L'AGENT AUTORISÉ DE L'ORGANISME	DATE
--	------

DO NOT WRITE BELOW THIS LINE — FOR DEPARTMENTAL USE ONLY  
NE RIEN ÉCRIRE CI-DESSOUS — À L'USAGE EXCLUSIF DU MINISTÈRE

FINANCIAL CODING — CODAGE FINANCIER		RC — CR		CC	ALMT — AFFEC	LOBJ — AEXC	PROJ WKPN — PROJ PLAN	S UNIT S UNITÉ	PH	ACTV — ACT	
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TYPE PV		LN	LN					DAO — BCM	NUMBER — NUMÉRO		
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COMMITMENT RECOMMENDED ENGAGEMENT RECOMMANDÉ		FISCAL YEARS ANNÉES FINANCIÈRES		AMOUNT MONTANT		ANTICIPATED COMMENCEMENT DATE DATE PREVUE D'ENTRÉE EN VIGUEUR					
		19									
		19									
		19									

Certified that a sufficient free balance is available to meet the commitment.  
La présente atteste qu'il existe un solde disponible suffisant pour respecter cet engagement.

AUTHORIZED OFFICER AGENT AUTORISÉ	DATE
RECOMMENDED RECOMMANDÉ	DATE
APPROVED APPROUVÉ	DATE





- Please type or print
- Veuillez dactylographier ou écrire en lettres moulées

**APPLICATION FOR CONTRIBUTION UNDER THE CHILD CARE INITIATIVES FUND**  
**DEMANDE DE CONTRIBUTION DE LA CAISSE D'AIDE**  
**POUR PROJETS EN MATIÈRE DE GARDE DES ENFANTS**


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ADDRESS OF ORGANIZATION — ADRESSE DE L'ORGANISME		TYPE OF PROJECT — SORTE DE PROJET <input type="checkbox"/> DEMONSTRATION <input type="checkbox"/> DEVELOPMENT <input type="checkbox"/> RESEARCH DEMONSTRATION    DÉVELOPPEMENT    RECHERCHE	
COMMENCEMENT DATE DATE DU COMMENCEMENT	PROPOSED DURATION DURÉE PROJETÉE	FROM — DE TO — À	Specify Number of Months Spécifier Nombre de mois
PROPOSED COST TO DEPARTMENT OVER LIFE OF PROJECT CÔUT ANTICIPÉ AU MINISTÈRE POUR LA DURÉE DU PROJET	\$		
AMOUNT REQUESTED FOR CURRENT FISCAL YEAR MONTANT REQUIS POUR L'ANNÉE FINANCIÈRE COURANTE	\$	TOTAL AMOUNT REQUESTED FOR SUBSEQUENT FISCAL YEARS MONTANT TOTAL REQUIS POUR LES ANNÉES FINANCIÈRES SUBSÉQUENTES	
		19	\$
		19	\$
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SIGNATURE OF AUTHORIZED ORGANIZATION OFFICIAL SIGNATURE DE L'AGENT AUTORISÉ DE L'ORGANISME		DATE	

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7 P	V	01			8		
FISCAL YEARS ANNÉES FINANCIÈRES			AMOUNT MONTANT		ANTICIPATED COMMENCEMENT DATE DATE PRÉVUE D'ENTRÉE EN VIGUEUR		
COMMITMENT RECOMMENDED ENGAGEMENT RECOMMANDÉ			19				
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			19				
Certified that a sufficient free balance is available to meet the commitment. La présente atteste qu'il existe un solde disponible suffisant pour respecter cet engagement.							
AUTHORIZED OFFICER AGENT AUTORISÉ					DATE		
RECOMMENDED RECOMMANDÉ					DATE		
MINISTER — MINISTRE					DATE		
APPROVED APPROUVÉ					DATE		



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## CCIF PROJECT GUIDELINES

PLEASE NOTE PROJECT SUBMISSIONS AND APPLICATION FORMS ARE TO BE SUBMITTED IN DUPLICATE (2 COPIES).

### BACKGROUND INFORMATION

- o describe who you are - the purpose of your organization and the community (ies) it serves.
- o describe services currently provided.
- o identify sources of current and future funding.

### STATEMENT OF ISSUE/PROBLEM/NEED

- o outline the issue/problem/need to be addressed by the project. Why carry out this project?
- o explain how the issue/problem/need clearly relates to child care. CCIF does not have a mandate to fund treatment, prevention, education, recreation or health services.
- o outline what has been tried so far to alleviate the problem, both locally and in other places (if applicable).

### STATEMENT OF PROJECT OBJECTIVES

- o objectives describe what will be achieved during the project?
- o objectives should be concrete, realistic and measurable.
- o description should link the objectives with 1 or more of the priority areas outlined in the "Guidelines for applicants".

### STATEMENT OF PROJECT ACTIVITIES

- o describe program activities/services to be carried out during the project.

## STATEMENT OF METHODOLOGY

- o describe the step by step process or methods to be used to achieve your objectives.
- o workplans should be developed for each activity.
- o workplans should include timeframes for the completion of each activity (e.g., the number of months).

## PROJECT STAFF

- o job description for each person involved in the project. Include number of hours each week each staff member will be directly involved in project activities.
- o curriculum vitae or resume for each staff member. C.V. should clearly outline staff qualifications.

## LETTERS OF SUPPPORT

- o recommendations and letters of support from community agencies and/or service users.

## EVALUATION PLAN

- o should clearly describe how you will determine if the project was successful and that the objectives were achieved. This is one reason why measurable objectives are essential.
- o describe the types of data/information that will be collected throughout the project to determine if objectives were met.
- o describe the procedures to be followed for the collection and analysis of information/data.
- o the development of evaluation procedures and the conduct of the evaluation may be carried out by an outside organization that has expertise in this field (universities, consultants, child care agencies). Costs related to the development and execution of the evaluation should be included in the budget.

## DISSEMINATION PLAN

- o describe how project findings and results are to be shared with or made available to other child care



programs with similar interests.

#### BUDGET

- o should be broken down by fiscal year (April 1 to March 31).
- o budgets for years 2 and 3 should reflect inflation rates.
- o should be itemized (see attached budget example).
- o all budget items must be related directly to the project activities.
- o identify funding from other sources (e.g., revenue from fees for services, conferences, etc; provincial government, fund drives).
- o apply funding from other sources against specific budget items (see attached budget example).
- o on-going operating costs, furnishing of child care centres, purchase of land, facilities or vehicles and renovation of facilities are not eligible for funding.

## BUDGET OUTLINE

88/89

89/90

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### Personnel Costs

- o salary for each employee  
(coordinator, office staff)
- o benefits
- o other (specify)

### Facility Costs

- o rent for service, conference  
seminars
- o liability or building insurance
- o heat
- o electricity
- o maintenance
- o snow removal

### Office costs

- o telephone (installation, long  
distance, monthly rates)
- o postage, courier

### Equipment

- o rental of furniture
- o rental of office equipment  
(computer, photocopier, typewriter)

### Supplies

- o office supplies (paper, pens  
envelopes, binders etc)
- o craft supplies



o table top toys

Consultants

o illustrators

o trainers

o researchers

o translation or interpretation

Publishing and Production

printing

binding, collating

rental of audio visual  
equipment or expertise

Travel (per government regulations)

o by individual, where  
frequency

o mode of transportation

o accommodation by individual

o meals and incidentals





# news release

1990-95  
December 20, 1990

## ELEVEN DAY CARE PROJECTS RECEIVE \$3,249,111 MILLION

OTTAWA - The Honourable Perrin Beatty, Minister of National Health and Welfare, today announced that 11 projects will receive a total of \$3,249,111 from the Child Care Initiatives Fund.

The Native Council of Canada, in Ottawa, will receive \$907,200 to undertake a national study on Native child care needs. The study will focus on questions such as how the provincial/territorial governments would assist in the development of off-reserve Native child care centres. Hearings will be scheduled across Canada.

The Family Day Care Association of Manitoba will receive \$749,651 to evaluate and modify the province's first Family Day Care Provider Training Program. Sixty day care providers across Manitoba will take part in the testing. The Association hopes its Program will receive accreditation by the Red River Community College towards its Diploma in Early Childhood Education Program.

The Native Co-ordinating Council in Prince Albert, Saskatchewan, will receive \$726,792 to establish a 24-hour child care centre to provide short-term, emergency, respite or temporary services to Native children and their parents. The program will be directed at school-age children, those from rural communities and children with special needs.

A complete list of approved projects is attached.

- 30 -

Ref. : Pierre Huot  
Health and Welfare Canada  
(613) 957-0440

Également disponible  
en français







## CHILD CARE INITIATIVES FUND

### APPROVED PROJECTS

#### Alberta

Summative Evaluation: "Day Care Nutrition  
and Food Service Manual" \$ 70,779.

**Calgary Health Services**

Nutrition Division  
Box 4016, Station C  
CALGARY, Alberta  
T2T 5T1

Tel.: (403) 228-7420

#### Saskatchewan

Child Crisis Centre \$726,792.

**Native Co-ordinating Council**

102 - 1004, 1st Avenue West  
PRINCE ALBERT, Saskatchewan  
S6V 4Y4

Tel.: (306) 764-1652

Rural Saskatchewan Child Care Development \$ 30,634.

**Lakeland Preschool Co-operative**

Box 6  
CHRISTOPHER LAKE, Saskatchewan  
S0J 0N0

Tel.: (306) 982-4795

Provincial Child Care Information \$159,759.

and Resource Centre

**Saskatchewan Child Care Association Inc.**

209-219-22nd Street East  
SASKATOON, Saskatchewan  
S7K 0G4

Tel.: (306) 343-0660

#### Manitoba

Family Day Care Provider Training Program \$159,541.

**The Family Day Care Association of Manitoba**

134 Whitley Drive  
WINNIPEG, Manitoba  
R2N 1E7

Tel.: (204) 254-5437





Generic Inservice Training Project \$ 66,261.  
**Manitoba Child Care Association**  
364 McGregor Street  
WINNIPEG, Manitoba  
R2W 4X3

Tel.: (204) 589-4318

Family Day Care Training Program - \$749,651.  
Delivery Phase (Phase II)  
**The Family Day Care Association of Manitoba**  
134 Whitley Drive  
WINNIPEG, Manitoba  
R2N 1E7

Tel.: (204) 254-5437

### Ontario

National Commission on Aboriginal \$907,200.  
Child Care - Phase III  
**Native Council of Canada**  
384 Bank Street, 2nd Floor  
OTTAWA, Ontario  
K2P 1Y4

Tel.: (613) 238-3511

Second National Child Day Care \$155,000.  
Conference - 1991  
**Canadian Child Day Care Federation**  
401 - 120 Holland Avenue  
OTTAWA, Ontario  
K1Y 0X6

Tel.: (613) 729-5289

### Newfoundland

Child-Parent Resource Centre \$194,659.  
**Citizen's Action Child Care Committee**  
P.O. Box 712  
CORNER BROOK, Newfoundland  
A2H 6E6

Tel.: (709) 639-1673



Fourth Bi-Annual Atlantic Children's Conference  
**Government of Newfoundland and Labrador**  
Department of Social Services  
P.O. Box 8700  
West Block, Confederation Building  
ST. JOHN'S, Newfoundland  
A1B 4J6

\$ 28,835.

Tel.: (709) 576-3582





PROVINCIAL DAY CARE OFFICIALS

RESPONSABLES DES PROGRAMMES DE GARDE D'ENFANTS

NEWFOUNDLAND

Director  
Day Care and Homemaker Services  
Department of Social Services  
Confederation Building  
ST. JOHN'S, Newfoundland  
A1B 4J6  
(709) 576-5152, Fax: 576-6996

NEW BRUNSWICK

Director  
Office of Childhood Services  
Department of Health and Community Services  
P.O. Box 5100  
FREDERICTON, New Brunswick  
E3B 5G8  
(506) 453-2950, Fax: 453-3983

PRINCE EDWARD ISLAND

Coordinator  
Early Childhood Services  
Corporate Services Division  
Health and Social Services  
P.O. Box 2000  
CHARLOTTETOWN, Prince Edward Island  
C1A 7N8  
(902) 368-4956, Fax: 368-5544

QUEBEC

Présidente  
L'Office des services de garde  
à l'enfance  
100, rue Sherbrooke est  
MONTREAL, Québec  
H2X 1C3  
(514) 873-2323, Fax: 873-4250

NOVA SCOTIA

Director  
Day Care Services  
Family and Children's Services  
Department of Community Services  
P.O. Box 696  
HALIFAX, Nova Scotia  
B3J 2T7  
(902) 424-3204, Fax: 424-0504

ONTARIO

Director  
Child Care Branch  
Children's Services Division  
Ministry of Community and Social  
Services  
2 Bloor Street West, 30th Floor  
TORONTO, Ontario  
M4W 3E2  
(416) 327-4865, Fax: 963-1559

MANITOBA

Director  
Child Day Care Branch  
Department of Family Services  
114 Garry Street, 2nd Floor  
WINNIPEG, Manitoba  
R3C 1G1  
(204) 945-2668, Fax: 945-0291

SASKATCHEWAN

Director  
Child Care Branch  
Department of Social Services  
1920 Broad Street  
Chateau Tower  
REGINA, Saskatchewan  
S4P 2Y3  
(306) 787-3855, Fax: 787-0925



BRITISH COLUMBIA

Program Manager  
Community Care Facilities  
Licensing (Child)  
Ministry of Health  
1515 Blanchard Street  
VICTORIA, British Columbia  
V8W 3C8  
(604) 387-2659  
Fax: 387-6994 or 6222

8164

ALBERTA

Director  
Day Care Programs  
Alberta Family and Social Services  
11th Floor - 7th Street Plaza  
10030 - 107th Street  
EDMONTON, Alberta  
T5J 3E4  
(403) 427-4477, Fax: 422-0031

YUKON

Supervisor  
Child Care Services Unit  
Health and Social Services  
Government of Yukon  
P.O. Box 2703  
WHITEHORSE, Yukon  
Y1A 2C6, (403) 667-3002, Fax: 667-3518

NORTHWEST TERRITORIES

Coordinator  
Child Day Care Section  
Family and Children's Services Division  
P.O. Box 1320  
Department of Social Services  
YELLOWKNIFE, Northwest Territories  
X1A 2L9, (403) 920-8786, Fax: 873-0131

BRITISH COLUMBIA

Acting Coordinator  
Day Care & Infant Development  
Program  
Ministry of Social Services  
and Housing  
614 Humboldt Street, 3rd Floor  
Belmont Bldg.  
VICTORIA, British Columbia  
V8V 1X4  
(604) 387-1275, Fax: 387-





# Child Care Programs

# Programmes de garde d'enfants

## LIST OF PUBLICATIONS

- Children with Special Needs in Day Care
- Day Care in Scandanavia
- Facilities and Equipment for Day Care Centres
- Quality Control: A manual for self-evaluation of a day care agency
- List of Approved Child Care Initiatives Fund Projects
- Architectural Strategies to Avoid Noise Problems in Child Care Centres
- Good Books for a Good Start

## REPORTS

- 1989 - Status of Day Care in Canada
- 1990 - Status of Day Care in Canada

## LISTE DES PUBLICATIONS

- Enfants ayant des besoins spéciaux dans les garderies
- La garde de jour en Scandinavie
- Installations et équipement de garderie
- Contrôle de la qualité: Manuel pour l'auto-évaluation d'un service de garde de jour
- La liste des projets acceptés à la Caisse d'aide aux projets en matière de garde des enfants
- Stratégies architecturales pour éviter les problèmes de bruit dans les locaux de service de garde à l'enfance
- Le livre et l'éveil au monde des perceptions

## RAPPORTS

- 1989 - Situation de la garde de jour au Canada
- 1990 - Situation de la garde de jour au Canada

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- Provincial Offices Responsible for Day Care
- Child Care Programs Regional Consultants

- Bureaux provinciaux des services de garde des enfants et d'aide familiale
- Programmes de garde des enfants expert-conseils

#### FACT SHEETS

- Provincial Day Care Requirements
- Provincial Funding of Day Care Services
- Financial Tests for Day Care Subsidies
- Provincial Budgets
- Interprovincial Comparison of Full Time Day Care Spaces

#### DOCUMENTS D'INFORMATION

- Exigences pour la garde de jour dans les provinces
- Financement des services de garde de jour dans les provinces
- Examen de situation financière dans le cadre des subventions versées pour la garde de jour
- Budgets provinciaux
- Comparaison inter-provinciale des places de garde à plein temps

#### PAMPHLETS

- Better Child Care for a Brighter Future
- Childcare Tomorrow
- Child Care Initiatives Fund: Guidelines for Applicants

#### BROCHURES

- De meilleurs services de garde pour un avenir plus rose
- La garde des enfants
- Caisse d'aide aux projets en matière de garde des enfants: Lignes directrices à l'intention des requérants





### ARTICLES

- Infant child care - one of the most important choices you will make for your child

### POSTERS

- Child Care Programs, Our Children, Our Futures
- Child Care Initiatives
- Child Care Today
- Nine ways to be a better father

### INFORMATION KITS

- Child Care Initiatives Fund
- General Information Kit
- Student Information Kit

NATIONAL CHILD CARE  
INFORMATION CENTRE  
Health and Welfare Canada  
6th Floor  
Brooke Claxton Building  
Tunney's Pasture  
Ottawa, Ontario  
K1A 1B5  
TEL (613) 957-3959  
FAX (613) 957-9562

### ARTICLES

- Le genre de garde que vous choisissez pour votre enfant - une des décisions les plus importantes que vous aurez à prendre

### AFFICHES

- Programmes de garde d'enfants, nos enfants, notre avenir
- Caisse d'aide aux projets en matière de garde des enfants
- La garde à l'enfance aujourd'hui
- Neuf façons d'être un meilleur père

### TROUSSES D'INFORMATION

- Caisse d'aide aux projets en matière de garde des enfants
- Trousse d'information générale
- Trousse d'information pour étudiants

CENTRE NATIONAL  
D'INFORMATION SUR LA GARDE  
D'ENFANTS  
Santé et Bien-être Canada  
6ième étage  
Immeuble Brooke Claxton  
Parc Tunney  
Ottawa (Ontario)  
K1A 1B5  
Téléphone (613) 957-3959  
Télécopieur (613) 957-9562









